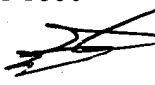




UNITED STATES DEPARTMENT OF COMMERCE
Patent and Trademark Office
ASSISTANT SECRETARY AND COMMISSIONER
OF PATENTS AND TRADEMARKS
Washington, D.C. 20231

MEMORANDUM FOR: SAE, Tech Center 1600

FROM: Frank Lebron 
Receipt Accounting Division

DATE: 03/07/03

SUBJECT: Unpaid Check Listing

RECEIVED

MAR 12 2003

TECH CENTER 1600/2900

Attached is a photocopy of a check which was returned "Unpaid" to the Office of Finance on the above date. Referring to PALM, it was determined that your area was to be notified about the check that was returned.

A copy of the RAM screen printout for the returned check is attached to this memo. Please place this memo in the application file to show the fees that were backed out of the financial system.

Please review the file to determine if any charge authorization request letters giving the Office authorization to charge any additional fees to an applicant's deposit account are present. An additional \$50.00 processing fee will be charged for any unpaid check.

If a charge authorization is not present in the file, please take the appropriate action in notifying the applicant of the status of the application. For any further information, please feel free to contact me on (703) 305-4231.

<u>File Serial No.</u>	<u>Fee Code</u>	<u>Check No.</u>	<u>Date of Check</u>	<u>Amount of Check</u>
09/801933 <i>done</i>	1806	5500564	01/29/03	\$180.00
09/365470	2251	510	02/09/03	\$55.00